Summer 2015 OTCnet Connect

A publication of the Bureau of the Fiscal Service Over the Counter Revenue Collection Division

OTCnet Homepage Change

OTCnet

What is OTCnet?

The Over the Counter Chanel Application (OTCnet) is a web application that lets federal agencies manage and report all check and cash deposits in one place.

OTCNet automates the over-the-counter deposit process, captures detailed accounting information and makes the classification of Treasury collections easier.

Agency users report receipts through a secure web-based application rather than by using paper-based credit vouchers.

Log in to OTCnet

We are excited to announce that the Bureau of the Fiscal Service has made several enhancements to their website.

You can visit the enhanced OTCnet homepage by clicking or copying and pasting the following link into your web-browser:

https://www.fiscal.treasury.gov/fsservices/gov/rvnColl/otcnet/rvnColl_otcnet.htm.

Batch Archiving Completed

UPDATE

As of May 2015, the OTCnet Team has archived all batches with a Received Date prior to October 2013. Users can now search for these batches using the new Historical Reporting (Archiving) feature.

The OTCnet Team will continue to archive batches on a monthly basis. Every month, all batches with a Received Date older than 18 months will be saved to the Historical database on the 1st day of the month. Information on how to Prepare for Batch Archiving is available by clicking or copying and pasting the following link into your web-browser: https://www.fiscal.treasury.gov/fsservices/gov/rvnColl/otcNet/otcnet_batch_archiving.htm

Upcoming System Requirement Changes

OTCnet would like to remind users of anticipated system requirement changes that may affect the versions of Internet Explorer (IE) and Windows Operating Systems (OS) supported, as well as a new security requirement.

Change Type	Anticipated System Requirement Changes
IE	• OTCnet will support IE 10 and 11 • OTCnet will not actively support IE 7, 8, and 9
OS	• OTCnet will no longer actively support Windows XP and Vista
TLS	• OTCnet will require OTCnet users to enable Transport Layer Security (TLS) 1.2

Our OTCnet Team will perform compatibility testing by Fall 2015 and, once compatibility is confirmed, we will notify users to upgrade to Internet Explorer 10 and 11 compatibility view.

In the mean time, to prepare for these anticipated changes, we encourage you to:

- **Work with your agency's IT Team to begin plans for transitioning to Windows 7, and**
- **Enable TLS 1.2 within your internet browser.**

For detailed instructions on how to enable TLS, please click or copy and paste the following link into your web-browser: https://www.fiscal.treasury.gov/fsservices/gov/rvnColl/otcNet/pja_download_install_OTCnet_TLS_Update_06022015.pdf

Our long-term system requirements plan, is to have all OTCnet users use IE 10 or 11 and Windows 7, and enable TLS 1.2 by Spring 2016. Users that do not abide to these requirements may not be able to connect or use OTCnet.

Please ensure to reference your agency's policies and procedures prior to taking any action. If you have any questions, please contact OTCnet Customer Support.

Release 2.0.1 Recap

On August 1st, 2015, Release 2.0.1 will provide key security enhancements for OTCnet Offline users. This Release will allow OTCnet to become compliant with Federal Information Processing Standards (FIPS), providing OTCnet users with a more secure OTCnet Offline application.

In preparation for this release, all OTCnet users are encouraged to enable TLS 1.2 in their browser to ensure they are using the OTCnet application as secure as possible.

As a reminder, for detailed instructions on how to enable TLS 1.2, please click or copy and paste the following link into your web-browser: https://www.fiscal.treasury.gov/fsservices/gov/rvnColl/otcNet/pja_download_install_OTCnet_TLS_Update_06022015.pdf

Release 2.1

In September 2015, Release 2.1 will be available for OTCnet Online users. New features and enhancements include new Deposit Reporting reports, a new Foreign Check Deposit Process, and an updated Foreign Currency code list.

The figure below includes additional information about these features:

Deposit and adjustment data will be archived based on voucher date. As a result, new historical reports will be added to allow agencies to download these archived deposits and adjustments that are older than 5 years from the current system date.

The Foreign Check Deposit process will be enhanced to display the current day's Exchange Rate and US dollar Equivalent amount allowing a user to reference this information prior to submitting for confirmation.

The Foreign Currency code list for foreign check items will be updated to reflect currencies that are supported by Bank of America. This will prevent users from creating foreign check deposits with unsupported currency codes.

Customer Service Representative of the Quarter: Angie Satchel

A helpful and often first step for any type of troubleshooting in OTCnet is to clear cookies from a workstation PC. This process refreshes the browser memory and removes old data from the websites you visit .

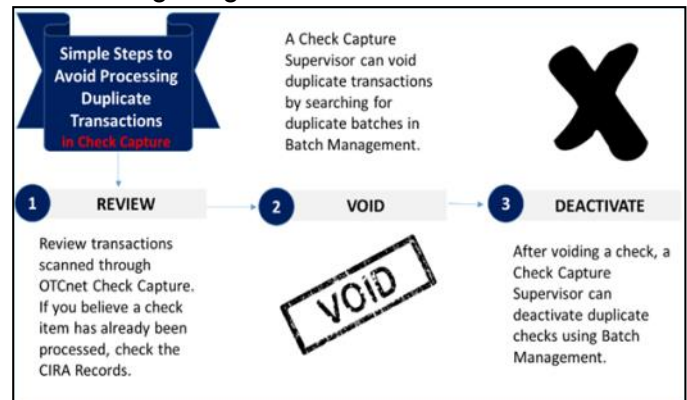To clear cookies, follow these three steps within Internet Explorer:

- On the **Menu Bar** click **Tools**, then click **Internet Options**
- While on the **General tab** locate and click **Delete** within "Browsing History"
- Then, click **Settings** directly next to the **Delete button** and click **View Files**, then hit Ctrl + A and click delete

Need Help?

For detailed instructions on the actions mentioned within this newsletter, please visit the OTCnet Training Materials by clicking or copying and pasting the following link into your web-browser: https://www.fiscal.treasury.gov/fsservices/gov/rvnColl/otcNet/rvnColl_otcnet_training.htm.

Duplicate Transactions

Scanning the same check item through OTCnet Check Capture more than once may have severe financial repercussions. As such, we would like to remind all OTCnet users of best practices to avoid duplicate transactions. When scanning a check item, please:

- **Return the check to the customer**, if the agency scans items in-person
- **Have safeguards that ensure scanned items are kept separate from unscanned items**, if the agency collects checks when the customer is not present or through back office

Additionally there are simple steps your agency can take to prevent duplicate transactions as detailed in the following image: